**NEW HIRE PROCEDURES**

When a position comes open, contact the Director of CGU Human Resources regarding position level, salary range, benefit eligibility, and Affirmative Action hiring procedures. Benefit eligibility differs based on position level. The CGU Affirmative Action Policy requires a search committee for exempt positions grade 5 and above.

1. **REQUISITION FORM** - Employment Requisition Forms are available in the Office of Human Resources and must be completed for every open position. The hiring supervisor initiates the requisition form and includes a written job description as well as a description paragraph to be posted. The requisition must be into Human Resources by **NOON TUESDAY** to be posted the following Monday. All requests for hiring will be submitted to the Presidents Small Executive Staff (PSES) for posting approval.

2. **JOB POSTINGS** – The CGU Office of Human Resource will process the requisition including posting the position description in the weekly “Job Opportunity Bulletin”, placing advertisements as requested, and posting on the CGU and Claremont Colleges web pages. Each position must be posted a minimum of five working days. If an extension of the posting is required, contact Human Resources to include addition time periods.

3. **RESUMES** - Applications and resumes will be received in Human Resources. Each application will be logged and a confidential interview report will be attached before forwarding to the hiring supervisor. At the conclusion of the search, return the completed confidential interview reports to Human Resources.

4. **APPLICATION FORM** - A completed CGU application form is required for all employees. Blank application forms are available from Human Resources and should be completed prior to the interview. A resume may accompany the application form but is not considered a legal document, as the applicant does not sign them.

5. **OFFER OF EMPLOYMENT** - Prior to making a verbal offer, contact the Director of Human Resources for salary authorization and verbal offer review. Human Resources will review the offer with PSES for final hiring authorization. The Office of Human Resources will prepare the offer letter confirming salary, applicable benefits, INS requirements, and instructions for payroll processing.

6. **AFFIRMATIVE ACTION FORM** – an Affirmative Action Form will be given to hiring supervisor with the requisition form. The completed form is to be returned to Human Resources prior to the new hires first day of work.

7. **NEW HIRE ORIENTATION** - The CGU Office of Human Resources will schedule and conduct new employee orientations including an overview of The Claremont Colleges, CGU policies and procedures, benefit information and eligibility, and payroll processing procedures. All applicable payroll forms will be completed by the completed by Human Resources.

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